

EMPLOYEE SECTION: Complete this section, sign and date the form; send to Toro Auxiliary Partners

Last Name First Name

Number of vacation leave hours to cash out (not to exceed 160): _____

I am submitting this request to cash out the vacation hours noted above. My signature below indicates that I understand and agree to the following:

1. I may cash out up to 160 hours of vacation per fiscal year.
2. After the cash out, I must have at least 40 hours of accrued vacation leave remaining.
3. Cash out payments are subject to ordinary deductions and withholdings.
4. Once approved, this request is irrevocable.

Employee Signature Date

TORO AUXILIARY PARTNERS USE ONLY

Balance before cash out: _____ - Hours cashed out: _____ = Balance after cash out: _____

Hours cashed out: _____ x Hourly rate: \$ _____ Total Dollars: \$ _____

Pay Period: _____ Account Number & Object Code: _____

APPROVALS

Manager/Authorized Signer Date

Executive Director Date

Chief Human Resources Date

NOTE: A total of 160 hours of vacation cash out is allowed per fiscal year.

Return to Toro Auxiliary Partners by the timecard deadline to be included in the next payroll run. Please refer to the Payroll Schedule. Any requests received after that date will not be processed until the next payroll cycle.